

10 April 1974

IC STAFF OPERATING INSTRUCTION NO. 15

SUBJECT: SOP for Arranging External Contract Support

1. Use of external contract support is encouraged where such is clearly to the advantage of the Government in the accomplishment of the Intelligence Community staff mission.

2. Personnel involved in discussions and arrangements intended to lead to proposals for contract support from agencies external to the Government must be fully aware of the Government rules and regulations governing such, and should contact [redacted] of the Office of the DCI Administrative Officer, [redacted] for guidance prior to external contact.

3. In the development of contract proposals, the following Standing Operating Procedures (SOP) will apply:

The responsible Division Chief should provide the AD/DCI/IC as early as possible through the Executive Officer the following information:

- a. Whether or not the proposed undertaking was included in the annual contract planning as reflected in the ICS budget estimate;
- b. What the contract will accomplish;
- c. How it relates to the ICS mission;
- d. Possible contractor, or contractors;

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e. Best possible estimate of resource requirements, including space;

f. Other ICS required support;

g. Other appropriate comments, i.e., presence or lack of comparable work underway elsewhere, necessary coordination;

h. Concurring signatures of other ICS Group Directors involved.

Approval by the AD/DCI/IC will constitute authority to work through the AO/DCI in order to initiate contacts with selected contractors to obtain proposals. At this point, preparation of Form 2420 may be required to assure availability of funds.

4. The Executive Officer will maintain a file on all approved contractual arrangements.

[Redacted Signature Box]

AD/DCI/IC

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Distribution

- 1 - Each ICS Professional
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